

Isaac School District No. 5
Department of Transportation & Fleet Services

Position Available:

PM Dispatcher/Secretary to the Director

Duties:

This is not a complete list of duties...

Answer telephones and radio calls, approve and assign field trips, oversee billing of field trips, maintain directors calendar and answer phone calls, create memos, filing, typing, faxing, drive if necessary, handle emergencies and bus break downs over the radio, schedule the use of white fleet vehicles, deal with missing children, and responsible for closing up the yard at the end of the day. Will work closely with AM dispatcher, fleet maintenance advisor, transportation coordinator and supervisor. Must be team player.

Hours:

Hours vary depending on need. Standard hours are 9 AM to 6 PM

Contact:

Mr. A.P. Sandoval, Transportation Coordinator: (602) 484-4104.